

DD-10-21876

8 May 1968

**MEMORANDUM FOR:** Deputy Director for Plans  
**SUBJECT:** Financial Records Retirement Program  
**REFERENCE:** Memorandum from the Director of Finance  
 to the Deputy Director for Support  
 dated 29 March 1968.

1. This Staff feels that it needs the retention of travel accounting records (PCS and TDY), operational entertainment and expense vouchers, leave records, field transportation records and personal service contracts on a relatively long term basis in order to effectively carry out its responsibilities in highly important sensitive counterintelligence cases.
2. The frequency of requests for searches of the financial records is not a substantive basis for judging value of the records. The financial records permit detailed reconstruction of travel and assignments impossible to obtain from any other records in the Agency. The operational files permit only the reconstruction of the operational activity without reference to other actions on the part of staff, staff agent, and contract personnel which becomes highly important in cases involving operational security as to such personnel.
3. We feel that a thirty year retention period would be more realistic than 12, 20 or 56 mentioned variously in reference document. If we should have a case comparable to that of H.A.R. Philby, we could very well wish to research activities extending that far back in time.

25X1A

James Angleton  
 Chief, Counter Intelligence Staff

**Distribution:**  
 Original & 1 - Addressee

**Attachments:**  
 Memo from Dir. of Finance  
 with attachments thereto.

SECRET

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification